

**CITY OF NORWALK
THIRD TAXING DISTRICT
JUNE 23, 2003**

ATTENDANCE: **David L. Brown, Chairman; Paul S. Coggin (7:09);
Stephen Feinstein**

STAFF: **George Leary, District General Manager; Ron Scofield,
District Clerk/Office Manager; Larry Dennin, Esq.,
District Counsel**

OTHERS **Diane Cece, Jerry Curti, Laura Lindstrom, Denise Callahan**

The Chairman called the meeting to order at 7:05 p.m.

1. PUBLIC COMMENT

Denise Callahan – Ms. Callahan said she was a Norwalk native. She is new to the meetings. She asked Commissioners to identify themselves. They did. She said she did not make the last two public hearings but had been following what had been happening. She does not know what the plan is or what is being proposed but does know that there is a fiscal crisis. She knows that the library gets very little traffic and is not a part of the Norwalk Public Library system. She believes it is too much money for a facility that no one is using. She is a member of After-School Alliance.

Mr. Brown said he believed Ms. Lindstrom and Ms. Cece could answer Ms. Callahan's questions better than the Commissioners could. Mr. Feinstein said if she had something to say, she should say it or forever hold her peace. Ms. Cece said the agenda items might make sense to the Commissioners but not to anyone else. She said she would not know if she had any comments until the issue was discussed. She would like to see agenda more detailed and published on the web site by the day of the meeting. Mr. Brown asked if it would help if they were e-mailed to her. Ms. Cece said it would. She said, that way, people could contact Commissioners if they had questions about the agenda. Mr. Coggin said they had a policy to post agenda and back up items on the web site. He believes this is better than e-mail. He suggested that they follow the current policy. Mr. Brown said it was a good policy but that it was impractical. He said handwritten materials could not be put on a web page. They do not do the web page themselves. It takes several days for it to be posted on the web site. Mr. Feinstein said it should be able to be set up so it is not so conflicted. He said things that are already available could be posted. He said

something might be cryptic and if the agenda were posted on Friday, they could call Commissioners if they had questions. Ms. Cece asked if she would have to drive to the District to get them. Mr. Feinstein said she would. Mr. Curti said he did not understand what the problem was and asked how did something get on the agenda. Mr. Brown said it was communicated by the district clerk. Mr. Coggin believes anything to be put on the agenda should be funneled through the Commissioners. Mr. Curti asked if it could be scanned onto the system. Mr. Coggin said it could. Mr. Curti suggested that public comment should be put toward the end of the agenda. Ms. Cece asked why couldn't public comment come before adjournment or before each vote. Mr. Brown said they decided to limit input after each item to 25 minutes. Mr. Curti said they could have start and end times and that things could be carried over to the following meeting. Mr. Brown said they were fortunate to have public hearings. He said there had been meetings where there was no public present. Mr. Coggin suggested that they take the comments under advisement and follow the policy already in place. Ms. Lindstrom said she was hoping that the agenda would be consistently on the web site. She thinks agenda items should be expanded so that the public can get a general idea of what they are about. She said if not, at least they would have an idea that there was something they may be interested in. She said the Second Taxing District routinely put their agenda in the legal notices. Mr. Brown thanked the public for their comments. He said they had had the policy in existence but for some technical reasons, had not followed up on it. Mr. Feinstein said, in addition to [telephone] numbers, all [Commissioners] had e-mail addresses by first initials and last names. The Chairman closed the public session.

2. APPROVAL OF MINUTES (VERBATIM) FROM MAY 5, 2003 COMMISSION MEETING

**** MR. FEINSTEIN MOVED TO APPROVE (VER BATIM) MINUTES OF
MAY 5, 2003.**

**** MR. BROWN SECONDED THE MOTION.**

Mr. Coggin asked if May 5th was a regular meeting or a special meeting. Mr. Leary said it was a special meeting. Mr. Feinstein said it was a regular meeting. Mr. Scofield said it had been added to the list.

Corrections

Page 1 - "Special" should be changed to "**Regular.**"

Mr. Coggin noted that the May 5th transcript was 50 pages long. Mr. Brown said he thought if it were transcribed verbatim from the tape, there would be no issue as to who said what.

**** MOTION CARRIED UNANIMOUSLY.**

3. APPROVAL OF MINUTES FROM MAY 19, 2003 COMMISSION MEETING

Corrections

Page 6, 2nd par., line 5 – “need them” should be “**need SNET.**”

Page 7, last par., line 7 – “Lansfield” should be “**Enfield.**”

Page 7, last line – “electors’ meters” should be “**electors’ meetings.**”

Page 9, mid-way – “Dennim” should be “**Dennin.**”

Page 9, third line from bottom – “a FOI” should be “**an FOI.**”

Page 10 – Mr. Leary is not sure he understands the motion made on this page.

Page 11 – Item 3, Write-off procedure – “Leary” should be “**Dennin.**”

Mr. Coggin said he did not like the amount of time spent on proofreading typos. He said he could not understand why they could not get better minutes. Mr. Brown agreed that it was frustrating. Mr. Coggin said he was more concerned about substantive things. He said these things should be clarified because they were a matter of public record. Mr. Brown asked him what his point was. Mr. Coggin said he had discussed this with Ms. Telesco and if they could not get the minutes in better shape before they got to them, the District should look for an organization that could satisfactorily produce minutes. Mr. Brown asked him how he would like to see that happen. Mr. Coggin said, at one point, he had directed Mr. Leary to go out and find an alternate source. He said there was one motion to direct Mr. Leary to look for someone else and that it was a matter of public record. Mr. Brown asked him if he were saying that using Telesco created a lot of problems. Mr. Coggin said they made this point about a month ago and directed Mr. Leary to look at alternatives. He said other entities have minutes of outstanding quality and he does not see why the bar cannot be raised even a little bit. Mr. Leary said he had not spoken to Ms. Telesco about it and he did not remember being asked to look for alternatives. Mr. Brown said he would like to see Ms. Telesco come and show her what their concerns were. He said she had been their service for many years and if there were a problem, he agreed it should be fixed but believes they should also give her a chance to fix internal problems. He said if that did not work, Mr. Leary would have had time to look into alternative services. Mr. Coggin said he would like to leave his comments as they were. He just thinks it could be better. He said the proposal had been said a number of times. He does not know what it is going to take to get minutes to high level. He has talked with Cheryl about the minutes being of higher quality. He still believes there is an opportunity to make things better. Mr. Brown said he had not talked to her with a sense of finality. He suggested that he and George talk to her with a sense of finality. He said he would like to give her a chance to be proactive.

**** MR. COGGIN MOVED THAT CHERYL TELESCO COME IN TO ADDRESS THE MISTAKES AND THAT MR. LEARY LOOK FOR ALTERNATIVES IN SECRETARIAL SERVICES.**

Mr. Leary said there were two substantive issues: At the bottom of page 12, second to last sentence, it said "Mr. Leary said." He said everything on that page after that should be stricken. He also said there was an error and that Westco had been the recommended bidder at \$5,585. He said the same thing was at the top of the next page in the motion. He said "Westco" should be substituted for "Graybar." The contract was awarded to Westco. He also said, concerning item 14, that the vote was to approve Ray Mitchell's attendance. Mr. Brown said dialogue and misspellings errors were one thing but if motions were incorrect, that was bad.

**** MR. BROWN MOVED TO APPROVE THE MAY 19, 2003 MINUTES WITH THE ALTERATIONS MADE BY MR. LEARY.**

**** MOTION CARRIED WITH TWO IN FAVOR AND ONE ABSTENTION, (MR. COGGIN).**

APPROVAL OF MINUTES FROM JUNE 5, 2003 JOINT MEETING

**** MR. BROWN MOVED TO APPROVE JUNE 5, 2003 MINUTES.**

**** MR. FEINSTEIN SECONDED THE MOTION.**

Mr. Coggin recalled that it was a Commission meeting. He said, the way it was worded, it looked as if it was a meeting of the steering committee or something else. He reiterated that it was a meeting of the Commission. He said some people were omitted and that Terry Rooney was the executive director of the Improvement Association. Referring to page 16, Mr. Coggin said it looked as if there should have been another page of minutes. Mr. Feinstein said the goal of the steering committee was to sell it [improvements] to the public. He said in the March 25th minutes, it was noted that the formation of the steering committee was unanimous.

**** MR. BROWN MOVED TO TABLE THE MINUTES OF JUNE 5, 2003.**

**** MR. FEINSTEIN SECONDED THE MOTION.**

Mr. Feinstein said attendance should list those people taking part in the official part of the meeting. He did not think people making comments should be included. He further stated that Paul [Coggin] seemed to have more problems with the minutes than they had had in the two years prior to his joining the Commission. Mr. Feinstein said Paul should meet with Cheryl. Mr. Brown asked Mr. Leary if he could set it up. Mr. Coggin said he would talk to her if he could fit it in. He said he had spoken to her at one Commission meeting and had not gotten the favorable response he would have expected. Mr. Cece asked if the rule could be suspended for comment.

- ** MR. BROWN MOVED TO SUSPEND THE RULE FOR COMMENT.**
- ** MR. COGGIN SECONDED THE MOTION.**
- ** MOTION CARRIED WITH TWO IN FAVOR AND ONE OPPOSED, (MR. FEINSTEIN).**

Ms. Cece believed she may have been misquoted three times. She asked how public comment could be changed before it was voted on at the next meeting. Mr. Brown told her to bring it into the office. He said he would like that information part of the meeting in progress and asked her to make note of it. She asked if that would be the general rule for the public. Mr. Coggin said [it would be] if they took the initiative to get a copy of the minutes. Mr. Leary said they put them on after they were approved. Mr. Brown suspended the rule to add this item to the agenda as item 4. a.

4.a SECRETARIAL SERVICE

- ** MR. COGGIN MOVED TO DIRECT THE CLERK, RONALD SCOFIELD, TO CALL A MEETING WITH CHERYL TELESCO AND HER STAFF REGARDING OPPORTUNITIES FOR CONTINUING QUALITY IMPROVEMENTS TO THE MINUTES.**
- ** MR. BROWN SECONDED THE MOTION.**

Mr. Feinstein asked that the motion be amended to include the district clerk, the general manager, Chairman Brown and Mr. Coggin. Mr. Feinstein said the issue had only arisen since Mr. Coggin's election and it seemed to him that the person finding the most fault should be at that meeting. Mr. Brown agreed that Mr. Coggin should be there if he were available. He said he would like as many to be there as possible. Mr. Coggin said it was the responsibility of the clerk to handle this. He said he would like to attend if he could but he did not want to hold it up. Mr. Brown said he would like to add "if available" to that. Mr. Coggin amended his motion as follows:

- ** MR. COGGIN MOVED TO DIRECT CLERK SCOFIELD TO CALL A MEETING WITH CHERYL TELESCO REGARDING CONTINUING QUALITY IMPROVEMENTS TO THE MINUTES. CHAIRMAN BROWN AND GENERAL MANAGER GEORGE LEARY WILL ATTEND. MR. COGGIN WILL ATTEND IF AVAILABLE.**
- ** MR. BROWN SECONDED THE MOTION.**
- ** MOTION CARRIED UNANIMOUSLY.**
- ** MR. BROWN MOVED TO SUSPEND THE RULE TO ADD POST**

OFFICE BOXES IN RITE AID TO THE AGENDA AS ITEM 4.b.

**** MR. FEINSTEIN SECONDED THE MOTION.**

Mr. Brown said he had received a call from Councilman Poruban regarding Rite Aid pharmacy not having a post office substation there any longer. He said Mr. Poruban asked him if there was any chance a substation could be put in their office. Mr. Brown said he was expecting information on what would be required to become a post office substation. He said he wanted to get the sense of the Commission and that it was interesting enough and needed enough to put a substation in their office. Mr. Feinstein said they should also exploit the library. Mr. Coggin said it would be good to explore some alternatives. Mr. Feinstein believes it is probably not practical. Mr. Brown said, rather than say they were not interested, they could at least get an employee out of it. He said he would like to present the material as a proposal.

**** MR. BROWN MOVED TO ADD IRS TAX LIEN TO THE AGENDA AS ITEM 4.C.**

**** MR. COGGIN SECONDED THE MOTION.**

**** MOTION CARRIED UNANIMOUSLY.**

Mr. Brown said this had come from Mr. Dennin's office. He said he had talked informally to a gentlemen at the IRS. He said it was a federal tax lien on the building and it meant that their tenant, because of income tax violations, had caused a lien to be placed on the landlord's building. Mr. Brown said he had a problem with that. He said it was for 941 tax liens. He proposed freezing the money they were going to give them and taking money from the \$150,000 to pay the liens off or telling them to pay it off out of the money they have before any money is passed on to them. He said June 30th was the end of the fiscal year and they were expecting payment by July 1st. He said when the building becomes free and clear of tax liens, they could have the rest of the money that was allotted to them.

Mr. Dennin informed the Commission that the charter said only electors could approve the transfer of funds from the electric company to ENIA. Mr. Brown said if the information had been withheld at the annual meeting, it was tantamount to fraud. He also said he would go to the IRS the next day to see what information he could get. He reiterated that if the information had been withheld, it was almost fraudulent. Mr. Coggin said they had a little time. He also said the last quarterly payment would be April 1, 2004 in the amount of \$37,000. Mr. Dennin said he had information that ENIA was dealing with the IRS in an attempt to resolve the liens. He said there had been talk that 25 electors wanted to call a special meeting of electors and that the Commissioners could call a special meeting to impound money or the electors could call the meeting. Mr. Coggin said if they made payments quarterly, they really had nine months. He said that would be after the annual meeting.

**** MR. BROWN MOVED THAT THE COMMISSION WITHHOLD PAYMENT TO ENIA UNTIL LIENS ON THE BUILDING ARE SATISFIED.
MOTION FAILED WITH ONE IN FAVOR AND TWO IN OPPOSITION,
(MESSRS. COGGIN AND FEINSTEIN).**

5. GENERAL MANAGER'S REPORT

Mr. Leary said his report was in writing. He said ENIA had asked to be placed on a calendar year rather than a fiscal year and that the IRS was encouraging them to do so.

Attached to the report was a draft of the capital budget. Mr. Leary said they should be setting aside 5% of the initial plant cost each year for capital improvements but that they were not making enough money to do that. He would like to strike a balance between money they were making and capital leads. He said they had 2.9% left and that the budget was based on 4%. He said he saw it as a compromise between what they needed to do and what they could afford to do. He said the first column was basically depreciation schedule reduced to 4%. All items were depreciated amounts. He said if they took the substation equipment, it would be depreciation at \$43,009 per year and would average 4.9%. He said the line delivery truck would not be delivered until 2004. Mr Coggin questioned why the \$137,000 would not be the entire amount. Mr. Leary said that was what they were going to spend in 2004. He said it was cash expenses. He said the line truck was so big that it would show on the books. Mr. Brown asked if the white meter truck could be a Vega or something. Mr. Leary said he believed it could. Mr. Brown said right now, they did not have a vehicle in place for funding this. Mr. Leary said they may not be making enough to have this much cash. Mr. Brown asked if they had a capital budget restricted account. Mr. Leary said they had \$2 million in a capital improvement fund and that the rest could be managed year to year out of depreciation. Mr. Brown said Mr. Miller talked about five trucks. He said every month a certain amount of money was put aside for fire trucks. Mr. Brown said if they stopped doing that for one year, they would have money to do other things. He wondered if setting aside money every year would work for them. Mr. Leary said they had a depreciation fund and were required to put 3% into it. He said they could easily set up a depreciation fund and pay bills out of it. Mr. Brown asked if he were speaking of capital improvement bills. Mr. Leary said he was. Mr. Coggin said what Mr. Leary had put together was the first step toward doing it and he thought it was great. Mr. Leary said the rate stabilization fund was increased by \$88,000 because costs were lower than expected. He said \$26,000 went into it in February, \$3,600 in March and \$35,000 in April. Mr. Coggin noted that over that four month period, they had put in \$33,000 more than they had expected to. He said the budget showed them putting money in for May. He said CMEEC was trying to make sense of it. Mr. Feinstein said CMEEC predicted that Connecticut as a whole would lose a substantial amount. Mr. Leary said the rest of Connecticut was supporting them.

- ** MR. COGGIN MOVED TO SUSPEND THE RULES TO ADD ITEM REGARDING REPORTING OF OPERATION OF THE ELECTRICAL PLANT AS ITEM 5.a.**
- ** MR. BROWN SECONDED THE MOTION.**
- ** MOTION CARRIED WITH ONE OPPOSED, (MR. FEINSTEIN).**

5.a REPORTING OF OPERATION OF THE ELECTRICAL PLANT.

Reference was made to an undated letter from Mayor (Esposito) which explained what the Mayor was trying to do to keep the line on spending. Mr. Coggin said, to the extent the District could put things like that together for the residents, he believes it would be very beneficial and the right thing to do. Mr. Feinstein noted that that was the second time that issue had been brought up and said they did do a pie chart showing where money went. He said it was inaccurate to say it had never been done. Mr. Brown said it had not been done to that degree. Mr. Brown proposed that items 18 and 19 be brought up on the agenda as items 5.b and c, respectively.

5.b COMMENCEMENT OF A SAFE HARBOR VEHICLE PROGRAM

Mr. Feinstein said in Nashville, Tennessee, he got a lot of new ideas about what was going on around the country. He said the program that won the award was from Iowa. They designated their utility vehicles as "safe harbor" vehicles. He said people could approach a utility truck in an emergency the way they approach a fireman or policeman. He thought it was a wonderful program to implement for their vehicles. He said he had spoken to some employees about this and they were thrilled about it. He said he would try to obtain more information from both of the programs for the next meeting. Mr. Brown raised the liability issue. Mr. Coggin said training would also be an issue. Both Messrs. Brown and Coggin thought it was a good idea.

5.c COMMISSION OF FEASIBILITY STUDY FOR THE MUNICIPALIZATION OF THE WASTE WATER TREATMENT PLANT

Mr. Feinstein said he had read that a waste water treatment plant announced a spill in the harbor. He said when there is a utility located within the District, technically, the municipality runs the utility. He said he would get in touch with a few companies and find out what it would cost to have a feasibility study done to see if it should stay privately run or if it should be under a municipal utility. He said they should be looking out for their ratepayers. Mr. Coggin asked why the City did not just take it back and run it. Mr. Brown thought it was because of the 20-year contract. Mr. Feinstein thought the contract was for 10 years. He said they should put it on the table now as a possibility. Mr. Coggin asked if he were saying that someone other than the city would be running it. Mr. Feinstein thought it should be a municipal utility. Mr. Brown said there

would be legal issues and they would have to figure out how to answer them. Mr. Dennin said they needed to know what the legal relationship was between the City and the District. Mr. Feinstein said it was in their District and that they should be able to do those types of things. Mr. Brown agreed that it should be looked at legally and that they should determine the length of the contract with OMI. Mr. Coggin shared their concerns and asked if OMI were not performing, could the City kick them out and get someone else to run it. His guess was that the City owned the plant although it was out-sourced. He said if they were all concerned about the water quality, they could express that to the Mayor and OMI.

**** MR. COGGIN MOVED, SINCE THE COMMISSION WAS VERY CONCERNED ABOUT SEWAGE OVERFLOW AND OPERATIONAL PROBLEMS, THAT THEY COMMISSION A STUDY TO DETERMINE THE FEASIBILITY OF MUNICIPALIZATION OF THE WASTE WATER TREATMENT PLANT.**

**** MR. BROWN SECONDED THE MOTION.**

**** MOTION CARRIED UNANIMOUSLY.**

6. FENCE BIDS OF MAY 28, 2003

Mr. Leary said they had received one bid and had gotten three proposals earlier. He believes the performance bond made it difficult for bidders. He said it was the low bidder the last time and that they were doing more things than they were doing before. He said there was a change in grade and that the fence was also a retaining wall. Mr. Coggin asked if they could have a metal fence with a veneer or something. Mr. Leary said he had not considered that. He said he had considered a stockade fence but whether such a fence would look better was in the eye of the beholder. Mr. Brown said they needed the metal fence. Mr. Leary asked if they wanted to replace the five foot fence between the service station and gas station. Mr. Brown said no. Mr. Feinstein said one of the vendors he spoke to did insurance and that they are now writing "terrorist" insurance for utilities. He said they might be overkilling. He said with the knowledge he obtained last week, he would like to get information before they made a decision. Mr. Brown asked if there were specifications on them. Mr. Leary said he had specifications from the highway department. Mr. Feinstein said maybe they mostly needed repairs right now and he did not think they should spend \$21,000. Mr. Coggin asked if the siting council had a code. Mr. Brown said no. He said their bid replaced everything but that one piece. Mr. Leary said it would not stop a moving truck but what they wanted was to keep kids and vandals out. Mr. Feinstein said he would like to find out if there were a standard being used. He said if they could keep terrorists out, they were going to keep kids out also. Mr. Brown said George was talking to the City and State and taking their recommendations. He said he was comfortable with the amount of work George had put into it and was comfortable enough to say let's okay this bid. Mr. Feinstein said he was comfortable with it also but thought they might need something more. Mr.

Brown asked when the specifications would be available. Mr. Coggin asked Mr. Leary to coordinate with Mr. Feinstein to contact other organizations by Friday or next Monday, otherwise, they would go ahead with it. Mr. Brown asked Mr. Feinstein if he were comfortable with that. Mr. Feinstein said he was not comfortable voting to allocate \$21,000. He said they had to fish or cut bait and if it meant spending more money to do what needed to be done, they would just have to do it once. He did not believe he would have the information by Friday. He said they had to decide what they really needed. Mr. Coggin reiterated his position.

**** MR. COGGIN MOVED TO TABLE ITEM 6 UNTIL JULY 21, 2003.**

Mr. Brown asked where they would get the information. Mr. Feinstein said he would find out. Mr. Leary said he could not see buying terrorist insurance.

**** MR. FEINSTEIN MOVED TO TABLE ITEM 6 UNTIL JULY 24, 2003.**

Mr. Brown said they had hiccupped since last fall.

**** MR. COGGIN MOVED TO AWARD THE CONTRACT SUBJECT TO MR. LEARY CONTACTING THE COMPANY AND VERIFYING THAT THERE ARE NO RED FLAGS.**

Mr. Brown asked what a red flag was. Mr. Coggin said George's judgment that there was a problem with the design.

**** MR. FEINSTEIN MOVED TO TABLE ITEM 6 FOR LACK OF A SECOND.**

**** MR. COGGIN MOVED TO GO FORWARD WITH THE RECOMMENDATION OF GEORGE LEARY TO AWARD THE CONTRACT TO CONNECTICUT FENCE FOR THE SUM OF \$21,000.**

**** MR. BROWN SECONDED THE MOTION.**

**** MOTION CARRIED WITH ONE OPPOSED, (MR. FEINSTEIN).**

7. WRITE-OFF/CREDIT & COLLECTION PROCEDURE

Mr. Leary said he came to the last meeting with a write-off procedure. He also had an outline of a shut-off procedure. He said steps 1 through 4 covered write-offs and gave the manager discretion to write off up to \$150.00. Mr. Brown said there had been accounts forgiven for a lot more than \$400 that the Commission never knew about. He said the Commission and the public should be aware of forgiveness on a bill. Mr. Coggin thought it was implied that

anything above \$150.00 would have to come before the Commission.

7.a. ACCOUNT WRITE-OFF

Mr. Dennin said there was an account that was \$1,330 in arrears and the bills went back to 1986-87. He said the statute of limitations had run on those bills and there were no liens on the buildings. He said if they were going to adopt a policy that night, the lawyer had offered to settle the account for half of what was due. Mr. Scofield said he interpreted it more like a program to help individual rate payers who found it impossible to pay past due bills and were facing the possibility of shut off. Mr. Brown said NEON did that. Mr. Coggin said if someone had been with them 10 years and \$25.00 was due and it became a hassle to collect, George could write it off. Mr. Brown said it cost \$13.00 to put a lien on and \$13.00 to take it off. Mr. Leary said it had been reduced to \$10.00. Mr. Feinstein asked if the \$25.00 fee was primarily a reconnect fee. Mr. Scofield said it was pretty much anything. Mr. Feinstein asked if the write-off was intended to include anything that had gone through the review officer. Mr. Scofield said when they approved it, there was no general manager. Mr. Feinstein said there should be no write-off of any electrical use bill coming from the Commission. He said he did not have a problem leaving in place the hearing officer. Mr. Scofield said it was not a write-off, but a waiving of a fee. Mr. Feinstein said he did not believe charges actually incurred should be written off. He asked why they had to keep documents in the office. Mr. Dennin said he did not recall that being in the FOI. Mr. Feinstein said that would be the reason he would vote against it. He said if you wanted transparency, that was the way to get it. Mr. Coggin believes the \$150.00 amount should be changed to \$50.00, \$75.00, \$100.00 or anything on that order. He is comfortable with giving the general manager leeway to forfeit expenses up to that limit, whatever the source of it is because it will keep things simple. He said just because the general manager had that limit did not mean it would be granted. He said what Steve was proposing would require everyone to come to court for incurring nominal fees. Mr. Feinstein said they were going to progress well beyond where they were that day. Mr. Coggin said it would greatly help deal with and prevent some of the problems that had happened in the past. Mr. Brown said he talked about this being workable as applied to manpower. Mr. Feinstein said if they knew the bill was around \$65.00 and it was \$72.00, they would not go to shut it off for that. Mr. Brown agreed that they should pay for service and if they were charged inappropriate service fees, the general manager should be able to deal with that. He said they had the lien process which they had not been using. He said other municipalities did not have the ability to lien that they did and that they should use it. Mr. Feinstein noted that they did it in Norwalk and Mr. Dennin agreed. Mr. Brown believes there are loop holes that he is not comfortable with. He really did not want to forgive anyone for electricity they had actually used. He said he would like to table it until there was more input from George and Ron. Mr. Leary agreed to draft it. Mr. Coggin asked what happens with collections for the ongoing person who misses a payment. Mr. Scofield said that was done in the shut-off procedure. He said that was how they

paid – when they were being shut off. Mr. Brown said the security deposit was arbitrary, depending on someone's interpretation of Dunn & Bradstreet. He said everyone should pay a deposit.

**** MR. BROWN MOVED TO SETTLE THE OPEN ACCOUNT AT 1240 FORDHAM DRIVE FOR \$665.71.**

**** MR. COGGIN SECONDED THE MOTION.**

**** MOTION CARRIED UNANIMOUSLY.**

It was noted that Mr. Dennin would collect and forward the check.

8. SUBSTATION CABLE PROJECT

Mr. Leary passed out an updated estimate of the project and said the estimate was down substantially. He also noted that Joe Cristino had gotten cable bids and that there was a small metal escalation which increased the price to \$44,415.00. He said at this point they would go out to bid for the installation work. Mr. Feinstein asked if it would go down to the waste water treatment plant. Mr. Leary said it was 35 KD cable and that they might get more bids if it were 15 KD cable. He said they had gotten three bids but that they were not from three different companies. Mr. Feinstein said the last time they put Joe Cristino in charge of something, they ran 65% over budget. He said he would like to see the cost of the whole project. Mr. Leary said the fence page he distributed was the estimate of the whole project (\$122,000). Mr. Brown said the reason he was over budget last time was because he used dollar amounts for using their employees to do the work. He said the problem was that when he estimated, he used internal people's salary rates. Going outside to get installers made the difference in the cost. He said in the present case, they did not have their people doing it. He also noted that they had three bids for materials. He said the bid of \$122,000 included outside installers. Mr. Feinstein said they had nothing to base that on. Mr. Brown asked if he wanted other installers to give estimates as well. Mr. Coggin said he was not prepared to vote on cable because he thought they needed three companies. Mr. Leary said if they approved it that day, it would be in the paper two days later. Mr. Feinstein said he was not prepared to approve it piecemeal. Mr. Leary said RFP for cable and installation cabling went out and two companies came back. Mr. Feinstein said he was still concerned about the 65% overrun. He said he was not comfortable with Cristino. He said it was the Commission's duty to put out the quotes, not his. Mr. Brown acknowledged that it did cost more money. The alternative, he said, was to do the project and have their guys come off the line. He said it was absolutely intolerable. Mr. Leary said he did not think they would get any better quotes. He said if they were going to do it, he would like to see it done before winter

**** MR. COGGIN MOVED TO PUBLISH REQUEST FOR QUOTATIONS FOR INSTALLATION OF THE CABLE**

WORKMANSHIP.

He said George and Joe Cristino would work together on this so they could move forward in getting quotes for installation.

**** MR. FEINSTEIN SECONDED THE MOTION.**

Mr. Brown asked if they had the expertise [to do the installation]. Mr. Leary said the envelopes were addressed.

**** MOTION CARRIED UNANIMOUSLY.**

Mr. Coggin said, on cable materials, they were not in a position to take a vote because they had only two companies instead of three. Mr. Brown said they should direct Mr. Leary to find a third person. Mr. Feinstein said it was incumbent upon the Commissioners to be able to see who they went to instead of saying we went to Cristino and this is what he did. Mr. Coggin asked if he could talk with Joe and issue another request for quotes. He said if they wanted to they could call a special meeting and vote on it. Mr. Leary asked if he wanted a re-bid or an additional bid. Mr. Coggin said he wanted one more. Mr. Leary said he could get one more. Mr. Coggin asked him to let the Commission know if he had a recommendation. Mr. Leary said they might need two more bids because Okonite might not hold.

9. 90TH / 100TH ANNIVERSARY BANNERS

Mr. Brown said when they talked to the gentleman who had the banners in the district, they told him “no.” He said the idea was to redo banners that were already hanging and continue them down to Cemetery Street and on to Gregory Boulevard to replace banners that are there. Mr. Coggin said they were doing this themselves. He said the out-of-pocket would be greatly reduced. Mr. Brown said the vendors in the area were very expensive. He said the idea was to have a blue background with white lettering. He said it would cost \$9,000 to put up their own banners. He said he would like to get the sense of the Commission as to whether or not it was something they wanted to participate in. Mr. Feinstein said he would like to include some verbiage, to see the District logo on the banners. Mr. Brown said signs could be put on every third pole. Mr. Coggin asked if there were someone else who could co-sponsor. Mr. Feinstein said the co-sponsor’s name would have to be on the banners also. Mr. Coggin said he liked the idea a lot but that after a few months, it would be disposed of. He asked if there was a way they could defray some of the cost. Mr. Brown said he saw signs in Fairfield and every other sign had a flag and the next one saying “welcome to Fairfield.” He said the hardware was easily half of what the proposal was. Mr. Coggin asked what the target area was. Mr. Feinstein said East Avenue, Cemetery Street, Vets Park, etc. Mr. Brown said if they ordered them now, they would

not see them until the end of July. Mr. Coggin said they had not seen the art work yet. Mr. Brown said he would look into it more.

10. 2002 AUDIT PROPOSAL

Mr. Brown said they only had one bid but that Mr. Leary said that was the way to go. He said in 2003, he would like to see three proposals from three auditors. Mr. Leary said since the accounting system was being changed, the auditors should remain the same. Mr. Coggin said if they were going to go with one company to go with those people because the process would be facilitated because they had an accountant that was familiar with the inner office. He wanted it to be done in a timely manner. He said it was very important for this to be done quickly. He would be willing to support going ahead if it is completed by October 15th at the latest. He said they just could not wait any longer.

**** MR. FEINSTEIN MOVED TO EMPLOY McGLADREY AND PULLEN TO DO AN AUDIT FOR THE SUM OF \$20,000.**

He said he preferred to keep the motion simple and clean.

**** MR. COGGIN SECONDED THE MOTION.**

Mr. Coggin reiterated that the goal was to have the audit completed by October 15.

**** MOTION CARRIED UNANIMOUSLY.**

11. FLOOR COVERING BIDS

Mr. Leary said Genuarios was the high bid. Mr. Coggin asked why they did not go to the highest. Mr. Leary said they believe middle of the road would better for them. He said the carpets had not been maintained in a while and that the complete cost of Genuarios was \$12,570, Solano - \$8,523, and Wilton – 6,700. All bids included moving furniture to do it. He said Doug Williams would remove all computers and re-install them. He said they were not given the square footage. Mr Coggin asked if there was anything different between the two. Mr. Leary said one price was double the other. Mr. Feinstein said he had nothing to add.

**** MR. COGGIN MOVED TO GO AHEAD WITH THE FLOORING PROPOSAL SUBMITTED BY TONY ANTIONE'S WILTON FLOOR COVERING AS RECOMMENDED BY THE GENERAL MANAGER AND THE CLERK, AT A COST OF \$6,700.**

**** MR. BROWN SECONDED THE MOTION.**

**** MOTION CARRIED UNANIMOUSLY.**

12. TRANSMISSION LINE BILL INSERTS FOR NU/UI

Mr. Brown said this issue concerned letting the public know the route running from Norwalk to Middletown. They asked that the District allow the inserts in their bills. Mr. Brown said it was a hand operation to put inserts into 3,800 bills and he did not want to give the impression that the Commissioners were in favor of it. He suggested letting them have the mailing list so they could mail it themselves. Mr. Feinstein concurred with Mr. Brown. Mr. Coggin asked if there were another way they could disseminate the information. He asked if they could send it out in a separate envelope with a cover memorandum from the general manager or chairman saying it was simply informational. Mr. Brown reiterated his position. Mr. Coggin said if the District gave them the mailing list, they could send it out.

13. OYSTER FESTIVAL

Mr. Brown said the sponsors of the Oyster Festival had asked for the use of their employees. He also said they would sell them electricity at cost as they had done in the past. He said the City also bought from the District and they were charged the full cost.

**** MR. FEINSTEIN MOVED TO PROVIDE THE ASSOCIATION WITH ASSISTANCE AS REQUESTED IN THEIR LETTER AND ATTACHMENT OF JUNE 13, 2003.**

**** MR. COGGIN SECONDED THE MOTION.**

**** MOTION CARRIED UNANIMOUSLY.**

14. OFFICE CLEANING

Mr. Scofield said they presently had one person, Mr. Parks, come in one day a week to clean the bathrooms, vacuum, and empty trash. He charges \$150 to come in four or five Wednesdays per month. Mr. Scofield said the place was not clean and that a lot more needed to be done. He said the current service did not want more hours and that he had looked for someone in addition to him. He said Building Maintenance of Connecticut would do the job for \$360.00 per month, American Janitorial Services would do it for \$340.00, and Coverall Cleaning Concept would do it for \$199.00. The low bidder was Coverall who would come in two times per week, eight times per month. Mr. Scofield has asked them to do their work when the staff is present, around 3:30 p. m. Mr. Feinstein said they should get rid of Mr. Parks. Mr. Coggin thought it was a bargain. Mr. Scofield said they would wash windows on a weekly basis. He said they would have a month-to-month contract and that there was a \$49.00 additional charge for the first visit.

- ** MR. BROWN MOVED TO EMPLOY COVERALL CLEANING
CONCEPT TO BE THEIR CLEANING SERVICE OF CHOICE FOR
\$50.00 PER WEEK AND TELL MR. PARKS THAT HIS SERVICES ARE
NO LONGER NEEDED.**
- ** MR. FEINSTEIN SECONDED THE MOTION.**
- ** MOTION CARRIED UNANIMOUSLY.**

- 15. Policy Update**
- 16. CMEEC Financial**
- 17. Emergency Generator Donation**
- 20. General Manager Contract**
- 21. Executive Session**

- ** MR. COGGIN MOVED TO TABLE ITEMS 15, 16, 17, 20, AND 21.**
- ** MR. BROWN SECONDED THE MOTION.**
- ** MOTION CARRIED UNANIMOUSLY**

- ** MR. BROWN MOVED TO ADJOURN.**
- ** MR. COGGIN SECONDED THE MOTION.**
- ** MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Linda Maddox
Telesco Secretarial Services